



IT DEVELOPER - LEAD

**\$63,228 - \$79,044 Base Salary + 5% for Lead
+ Performance Bonus Opportunities**

Final Filing Date: March 28, 2005, 5:00 pm, PST

The Organization

CPS Human Resource Services (CPS) was initially created in California in 1935 as a state agency to improve efficiencies, provide cost-effective services, and advance quality personnel management practices to its clients. In 1985, CPS transitioned to become an independent, public organization and currently functions as a Joint Powers Authority (JPA). Our vision is to provide a "nationwide presence for the improvement of Human Resource Management in all forms of government." We are a progressive and dynamic organization that prides itself in innovative strategies, approaches, and business practices.

Existing to assist public and non-profit sector employers develop and enhance human resources programs, CPS is a self-supporting public agency that offers a full range of products and services. Among the services provided to clients are test development and administration, classification and compensation studies, executive recruitments, organizational development, strategic compensation design and implementation, human resource training, performance management, and workforce planning.

CPS is governed by a ten member Board of Directors including the City of Anaheim, California State Personnel Board, County of Sacramento, City and County of San Francisco, East Bay Municipal Utility District, State of Wisconsin, City of Las Vegas, County of Sonoma, and Hayward Unified School District. Our core values promote client satisfaction, organizational integration, high quality of work life, and financial returns that assure long-term sustainability.

The organization has experienced significant growth in revenues, service and product offerings and employees over the last five years. CPS serves over 2,000 client organizations at the state, local, and national levels in both the U.S. and Canada. More information about CPS can be found at www.cps.ca.gov.

THE POSITION

CPS Human Resource Services is seeking a web applications and software developer with excellent experiences to lead and manage a team of software developers within the Information Services Division's (ISD) Applications, Web and Ecommerce (AWE) team.

The IT Developer – Lead will coordinate assignments and mentor software developers to ensure projects are completed on time and within budget. The successful candidate will continue to maintain and build strong communication channels with business units on the status of current and future software development projects. Additionally, the candidate will have the experience, perspective, and ability to help build and mature a small software development team to meet growing requirements for software solutions. The incumbent will assist management to plan and implement strategies to successfully meet an increasing demand for software applications through other IT teams.

This position is currently part of a reorganization design and may be required to perform full supervisory duties in the future.

KEY DUTIES

Business Strategy and Vision

- Clearly understand and support ISD, AWE and business unit 5-year plans and communicate these goals with business unit management
- Ensure AWE goals are aligned with business unit needs and update AWE's goals as business unit needs change
- Quickly gain and maintain the confidence of internal client managers

AWE Strategy and Vision

- Develop and present an effective plan for meeting 5-year goals
- Work with ISD team to create a clear vision for the AWE group
- Ensure communication between development staff and ISD management
- Maintain solid professional relationships with all employees

Resource Management

- Collaborate with CPS business units to determine their present and future needs for software development resources
- Serve as gatekeeper for all development work given to development team
- Track and forecast resource availability through existing and newly created workload metrics tools
- Coordinate and conduct the hiring process of new development staff

Team Management

- Provide assistance and direction to staff in writing their training plans.
- Conduct performance reviews of staff in conjunction with ISD Management
- Work within a team environment to resolve issues as a group
- Clearly communicate resolutions or actions that do not require group involvement and relay plan of action to team
- Coach and motivate team members with different backgrounds, abilities and personalities

IT Advisory

- Draw on experience, knowledge and foresight to provide suggestions and options for clients related to development
- Review proposals and provide software development content and estimates with projected hours and costs as needed
- Help business units make “build or buy” decisions
- Provide software demonstrations of existing solutions to potential internal or external clients
- If necessary, assist in the creation of Request for Proposal (RFP) for custom or commercial off-the-shelf (COTS) software needs

Marketing and Business Planning

- Assist in modifying and expanding ISD and AWE goals to maintain unity of vision between IT and business units
- Help create and present a roadmap of the planning and implementation phases for ISD and AWE goals with business management
- Help business units to better understand software development by explaining processes needed to create effective software solutions
- Help business units clearly identify their roles in these processes
- Have a broad understanding of the applications AWE has developed and market the existing capabilities of AWE to support business unit initiatives.

Project Management

- Work with the Enterprise Project Management Office to ensure project management guidance is provided for the business units
- Maintain an ongoing, high level of communication with business units about their current and future projects’ priority and status
- Organize and conduct project kickoff meetings
- Perform or assist with project management tasks for the IT components of projects
- Conduct project post mortem meetings and use “lessons learned” to improve future development projects

System Development Life Cycle (SDLC) – Collaborate with ISD Management, other AWE Leads and developers to:

- Research, plan and implement an adaptable software development life cycle
- Help ensure that all development teams use common standards

QA & Testing Management – Collaborate to:

- Develop a strategy for testing software applications and a standardized development environment and migration plan

MINIMUM QUALIFICATIONS

- Ability to choose the appropriate SDLC approach, depending on the project.
- Experience with business analysis and requirements gathering.
- Familiarity with Object Oriented Programming and Design, reuse, code libraries, and coding standards
- Strong leadership skills
- Ability to lead meetings, including discussions with clients
- Ability to incorporate planning and organization skills in completing tasks,

- assignments and projects
- Ability to perform cost-benefit and ROI analysis.
- Ability to evaluate problems and recommend solutions.
- Multitasking competencies to manage multiple events or projects
- Ability to maintain strong customer focus at all times
- Excellent interpersonal skills, including the ability to communicate effectively with others both verbally and in writing
- Ability to work with minimal supervision and on own initiative

ADDITIONAL DESIRED SKILLS

- Experience using MS Project.
- Experience with ASP 3.0, C#, ASP.NET, Visual Studio.NET, MS Access, HTML, SQL Server, Visual Basic 6, , IIS
- Experience in creating project documentation

EDUCATION

Candidates will possess a Bachelor's degree preferably in Business Administration, Computer Science, Management Information Systems or a skills-relevant field. Masters degree as well as professional, exam-based information technology certifications are highly desired.

EXPERIENCE

The ideal candidate will have two years or more of professional level experience, including at least one year performing lead or supervisory duties. Relevant work experience may substitute for the educational requirement on a year-for-year basis, above the minimum required.

PHYSICAL AND MENTAL REQUIREMENTS

Vision sufficient to consider aesthetic elements of screen design.

SALARY AND BENEFITS

SALARY RANGE: \$63,228 - \$79,044 base annual + 5% for lead duties + opportunity for performance bonuses.

BENEFITS

Insurance – CPS provides health, dental, vision, life and long-term disability plans

Leave – CPS provides a generous leave plan including 16 personal leave days per year (vacation and incidental illness), 6 long-term sick leave days per year (which may be accrued), and 7 regular and 4 floating holidays.

Retirement – CPS is a California Public Employee's Retirement System member with 2% at 55. CPS also offers a 457 plan. CPS does not participate in Social Security,

except for Medicare.

Social Security - As a CPS Human Resource Services employee, your earnings are not covered by Social Security. Under the Social Security law, there are two ways your Social Security benefit amount earned under previous employers may be affected, "Windfall Elimination Provision" and "Government Pension Offset Provision." FOR MORE INFORMATION, please visit www.socialsecurity.gov . You may also call 1-800-772-1213 or for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or you may contact your local Social Security Office.

Flexible Spending – CPS offers a Dependent Care Assistance Plan and a Flexible Health Care Spending Account.

SELECTION PROCESS

Qualified candidates must complete the online application form at www.cps.ca.gov under Job Opportunities. Faxes will not be accepted. This position is not eligible for re-location expenses.

A screening committee will review the resumes and select the most qualified to continue in the recruitment process. The most qualified candidates will be invited to participate in an oral interview.

Final Filing Date: March 28, 2005 at 5:00pm Pacific Standard Time.

CPS IS AN AT-WILL/EQUAL OPPORTUNITY EMPLOYER to all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.

CPS is in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Qualified women, minorities, individuals with disabilities and veterans are strongly encouraged to apply.